

# Briefing Briefly

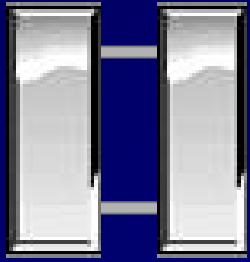
**CPT Gerry Lebron**

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## WHY DO WE BRIEF IN THE MILITARY

**As a means of presenting information to commanders, staff, or other designated audience**

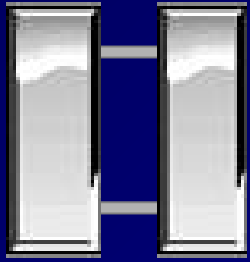


# **TYPES OF BRIEFINGS**

## **THERE ARE FOUR TYPES OF BRIEFINGS**

- **INFORMATION**
- **DECISION**
- **MISSION**
- **STAFF**

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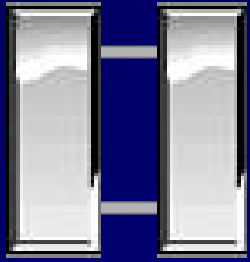
## **INFORMATION**

- **INTENDED TO INFORM THE LISTENER AND TO GAIN HIS UNDERSTANDING**
- **DOES NOT INCLUDE CONCLUSIONS AND RECOMMENDATION, NOR DOES IT REQUIRE DECISION**
- **DEALS PRIMARILY WITH FACTS**
- **BRIEFER DEFINES THE SUBJECT AND ORIENTS THE LISTENER AND THEN PRESENTS INFORMATION**



# **EXAMPLES OF AN INFORMATION BRIEF**

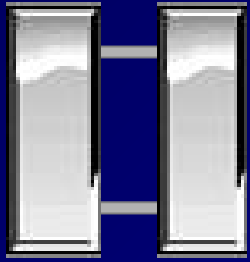
- INFORMATION OF HIGH PRIORITY REQUIRING IMMEDIATE ACTION**
- COMPLICATED PLANS, SYSTEMS, STATISTICS, OR CHARTS, REQUIRING DETAILED EXPLANATIONS**
- CONTROVERSIAL INFORMATION REQUIRING ELABORATION AND EXPLANATION**



# DECISION

- IT IS INTENDED TO OBTAIN AN ANSWER OR A DECISION
- IT IS THE PRESENTATION OF A RECOMMENDED SOLUTION RESULTING FROM ANALYSIS OR STUDY OF A PROBLEM OR PROBLEM AREA
- AT THE OUTSET OF THE BRIEFING, THE BRIEFER MUST STATE THAT HE IS SEEKING A DECISION
- IF THE BRIEFER DOES NOT RECEIVE A DECISION. HE ASK FOR IT

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# EXAMPLES OF A DECISION BRIEF

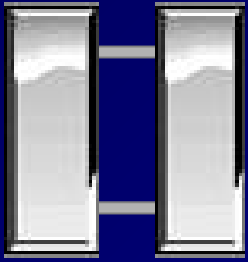
- **IF THE AUDIENCE HAS KNOWLEDGE OF THE ISSUE:**

- **BRIEFING IS NORMALLY IS LIMITED TO A STATEMENT OF THE PROBLEM, ESSENTIAL BACKGROUND INFORMATION, AND A RECOMMENDED SOLUTION.**

- **IF THE AUDIENCE IS UNFAMILIAR WITH THE ISSUES:**

- **A MORE DETAILED BRIEFING IS NECESSARY**

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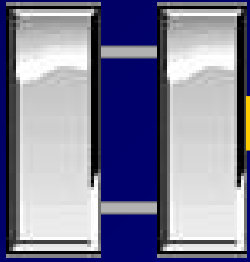


# MISSION

- **USED UNDER OPERATIONAL CONDITIONS TO PROVIDE INFORMATION**
- **TO GIVE SPECIFIC INSTRUCTIONS**
- **TO INSTILL AN APPRECIATION OF A MISSION**

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# **EXAMPLES OF A MISSION BRIEF**

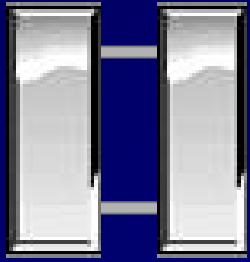
- **OPERATIONAL ORDER (OPORDER)**



# STAFF

- **INTENDED TO SECURE A COORDIANATED OR UNIFIED EFFORT**
- **MAY INVOLVE THE FOLLOWING:**
  - **EXCHANGE OF INFORMATION**
  - **THE ANNOUNCEMENT OF DECISIONS WITHIN A COMMAND**
  - **THE ISSUANCE OF DIRECTIVE**
  - **OR THE PRESENTATION OF GUIDANCE**
- **MAY INCLUDE CHARACTERISTICS OF THE INFORMATION BRIEF, THE DECISION BRIEF, AND THE MISSION BRIEF**

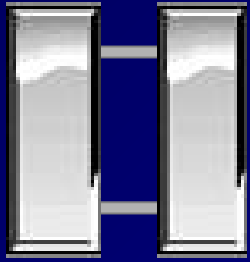
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# **EXAMPLES OF A STAFF BRIEF**

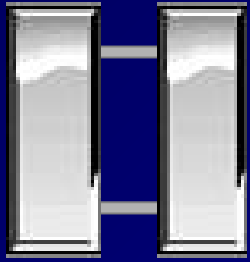
- **COMMAND & STAFF MEETING**
- **COMPANY TRAINING MEETINGS**

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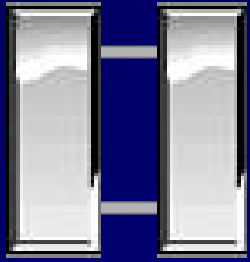


# BRIEFING TIPS

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- **USE OF VISUAL AIDS**
- **PHYSICAL BEHAVIOR**
- **REHERSALS**



# VISUAL AIDS

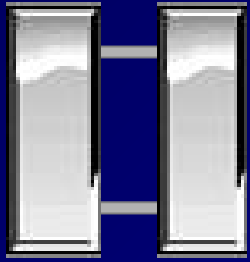
**SELECT ONLY THOSE VISUAL AIDS THAT  
WILL HELP YOU GET THE POINT ACROSS  
CLEARLY**

## **ADVANTAGE**

- EASILY VIEWED BY AUDIENCE
- EASILY AND ECONOMICALLY
- EASILY TRANSMITTED (E-MAIL)

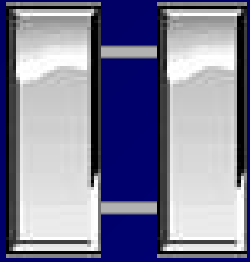
## **DISADVANTAGES**

- REQUIRES COMPUTER
- REQUIRES ELECTRICITY



## VISUAL AIDS (DON'TS)

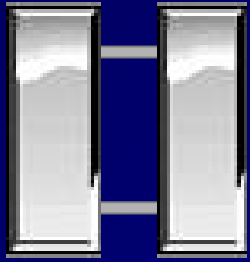
- **DON'T TALK TO THE VISUAL AIDS; ALWAYS TALK TOWARD THE AUDIENCE**
- **DON'T STAND IN FRONT OF WHAT YOU ARE SHOWING**
- **MAKE SURE EVERYONE IN THE AUDIENCE CAN SEE YOUR VISUALS**
- **PRACTICE YOUR BRIEFING WITH THE VISUAL AIDS**



## PHYSICAL BEHAVIORS

- **AVOID NERVOUS MANNERISMS AND DISTRACTING MANNERISMS**
- **MOVE AROUND COMFORTABLY**
- **DO NOT STAY BEHIND THE PODIUM**
- **MAINTAIN A PROFESSIONAL BEARING**
- **MAINTAIN EYE CONTACT WITH THE AUDIENCE**
- **BE LOUD ENOUGH TO BE HEARD, YET NOT SO LOUD THAT YOU BECOME ANNOYING**





# REHERSALS

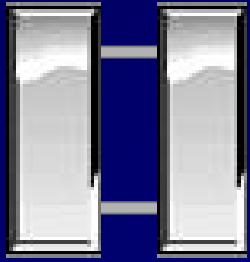
- **REHEARSE IN FRONT OF OTHER PEERS TO GAIN FEEDBACK**
- **PREVIEW YOUR BRIEFING AIDS IN THE SAME LOCATION, SAME EQUIPMENT, AND SITTING IN THE SENIOR ATTENDEE'S CHAIR**
- **HAVE SEVERAL BACKUP PLANS (ELECTRICITY GOES OUT, COMPUTER FAILS, BULB BURNS OUT)**
- **PREPARE FOR THE BRIEF AHEAD OF TIME AND GET SOME REST**

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# COMMENTS

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